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HQ

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Attached are some short notes about
a few support subjects for possible
inclusion in your Newsletter.

/s/
LKW

10 JUN 1964

Deputy Director for Support

7D18

HQ

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Att: Draft of possible Newsletter items

SA-DD/S:RHW:nft (9 June 64)

Distribution:

Orig - Adse w/o of att

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4. Recruitment

While stringent personnel ceilings have caused us to slow down our recruitment activity considerably, we have reduced the recruitment mechanism only slightly and we have been able to increase our emphasis on obtaining the highest possible quality in the specialized areas where we continue to have requirements for exceptionally well-qualified people. In addition, recognizing that an Agency of this complexity cannot shut off the pipeline of qualified young people if it is to continue to perform effectively ten or twenty years from now, we have plans to expand the Junior Officer Training Program in each of the next two fiscal years. While the Clandestine Services have been the primary subscribers to the JOT Program and have placed the largest number of the graduates from the Program in the past, most of the expansion will be absorbed by other Deputy Directorates. The Director of Training is developing some curriculum

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modifications to add flexibility to the program to permit candidates for positions in functional areas other than the Clandestine Services to have their training slanted more directly toward their future assignments.

5. Midcareer Course

The third running of the Midcareer Course was completed on 28 May 1964 with increasing indications that this is a highly successful effort. Student critiques have been uniformly complimentary and many of them have been enthusiastic in their praise for the quality of the content throughout the entire six weeks. The last two weeks of the third running were highlighted by the appearance of Allen W. Dulles, Harlan Cleveland, W. Averill Harriman, and Congressman Charles Melvin Price. The fourth running, scheduled to begin in September, is now being programmed and many of the Career Services are beginning to consider candidates. In the process, an attempt is being made to place greater emphasis upon total planning for midcareerists covering periods of up to five years, of which enrollment in the six week "core course" is obviously only one small part. In addition to scheduling the individual's enrollment in the core course, Career Services are beginning to program rotational assignments and other external training for all promising midcareerists.

6. Security Reindoctrination

A program of security reindoctrination has been underway at Headquarters for several weeks with attendance by all employees obligatory. Within the next few weeks all people now in the Washington area will have attended and people outside the Headquarters area will have the advantage of attending as soon as

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they can be reasonably scheduled after their return to Washington. The purpose of the program is to remind people of their security obligations and the constant threat to the Organization by the opposition. A separate but related program of about six-hours duration has been developed and offered experimentally to one group of Agency supervisors. Critiques of the first experiment are being used to refine the program and develop an orientation program to be offered for all employees in grades GS-14 and above and all employees in grades GS-13 and below who are responsible for completing fitness reports for two or more subordinate employees. The program is intended to remind supervisors of the total scope of their responsibility with emphasis on personnel management and the particular responsibility of the supervisor for personnel security of people under his supervision. When the format of this program has been agreed upon it will also be made obligatory for all persons in the categories mentioned.

7. Key Assignments

H. Gates Lloyd, Assistant Deputy Director for Support, will retire from the Agency 1 July 1964 after a long and distinguished career. Robert L. Bannerman, Director of Security, will succeed him and Howard J. Osborn, Deputy Director for Security, will succeed Mr. Bannerman. Effective at the same time,


will become the Deputy Director of Security.

Lyman B. Kirkpatrick
Executive Director-Comptroller

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